



## Maplewood Richmond Heights School District

7539 Manchester Road  
Maplewood, MO 63143  
(314)644-4400 Fax: (314)781-3160

### 2021-2022 Employment Opportunity Position: Joe's Place Case Manager

**Supervisor:** Maplewood Richmond Heights School District's Director of Student Services

**Primary Responsibilities:** The Joe's Place Case Manager will provide case management services such as coordinating and tracking current services provided to JP residents and JP alumni. The JP Case Manager will report directly to Director of Student Services for Maplewood Richmond Heights School District.

**Essential Duties:**

- Provide assistance for Joe's Place graduates as needed. This may include actively outreaching alumni, assessing individual needs, researching appropriate supports in a variety of geographical regions, reporting to the board or program committee about any financial needs or other tangible forms of support, and tracking individual progress.
- Work with current Joe's Place students to develop post-graduation plans. This may include assessing current and future needs based upon individual goals, researching community resources both within and outside of the region, and providing necessary supports as needed like assistance with paperwork / applications, coordinating campus visits, and connections with life skill development opportunities and reporting to the board or program committee about any financial needs or other tangible forms of support.
- Develop and maintain tracking mechanism for current and past Joe's Place residents. This may include demographic and needs assessment information. Track trends and report data to the board or program committee.
- Collaborate closely with Joe's Place house parents, key Maplewood Richmond Heights School District educators and personnel, and community members.
- Regularly prepare reports for and attend Joe's Place Board and Program Committee meetings.

**Summary of Additional Responsibilities:**

- Collaborate with interdisciplinary team to:
  - Identify the best approach to providing services to JP residents.
  - Integrate and continuously support a Trauma Informed culture at JP, advocating with and on behalf of individuals, according to their needs and wishes.
- Role model positive behaviors and coping skills for JP residents, demonstrating strength-based approach in all interactions.
- Utilize best practices, including Trauma Informed Care and Positive Youth Development framework.

- Record and maintain records, required paperwork, and documentation according to agency policy & procedures.
- Lead, plan, and facilitate various team and individual meetings to share information regarding JP residents and services.
- Coordinate with and support the JP House Parents in meeting the needs of JP residents.
- Act in accordance with all organizational and legal protocol, policies, and procedures.
- Perform other duties as assigned.

**Education/Training/Experience:**

- Bachelor's degree in social work, psychology, counseling or related field required. Two (2) years applicable experience preferred.
- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions; supporting other people's performance to achieve the best possible results.
- The ability to maintain good working relationships with the JP House Parents, supervisors, MRH staff and administration, representatives of other agencies, and JP Board Members.
- The ability to respond to, anticipate, and positively manage change.
- The ability to design, plan, organize, and implement tasks within an allotted timeframe.
- Results driven achiever with planning and organizational skills, along with a high degree of detail orientation.
- Respects privacy/confidentiality of clients; can build a relationship of trust
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to follow policies, regulations, and laws pertaining to the delivery of human services.
- Fundamental knowledge in mental health, trauma, substance abuse, homelessness, etc.

**Working Conditions and Physical Requirements:**

- The position is expected to attend all Program Committee meetings and report to board meetings.
- Some weekend or evening work may be required to execute job responsibilities.
- Must have reliable, personal transportation with valid driver's license.

**Terms of Employment:** Part-Time/Average 10 hours per week **Compensation:** \$15-\$20/hour

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://mrhsd.tedk12.com/hire/index.aspx>

## **“Equal Opportunity Employer”**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District’s Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District’s non-discrimination policies:

Roxanna Mechem, Assistant Superintendent 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 Roxanna.mechem@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district’s Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posting: 10/25/21**

**\*MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**